FOR ELIGIBLE MICHIGAN PARTICIPANTS ONLY

Office of Professional Preparation Services
State Continuing Education Clock Hours

MICHIGAN Department of Education

Participant Information and Registration Form

Sponsor: HighScope Educational Research Foundation
Program Name: HighScope International Conference 2019
Program Date(s): May 15–17, 2019

To earn State Continuing Education Clock Hours (SCECHs) for the above listed program, the form on the second page of this document must be completed and returned to the Program Monitor the day of the program.

In order to receive SCECHs for this program, you must:
- Complete and return the registration form to the SCECH coordinator.
- Attend the required hours. Attendance must be verified each day using various methods.
  Note: Make-up sessions/hours *are not available*.
- Complete and submit all out-of-class assignments in a timely manner (if applicable).

Participants without a Personal Identification Code (PIC) or an account in MOECS will receive a Certificate of Completion from the Program Sponsor indicating the total number of SCECHs completed. **For SCECHs to be credited, the individual must complete, within 30 days of receipt, the HighScope SCECH Evaluation.**

Participants who are K–12 school district employees or hold a certificate or license issued by the Michigan Department of Education (MDE) **have a PIC** in the Michigan Online Educator Certification System (MOECS) and may use the MOECS to keep track of their SCECHs. **For SCECHs to be credited to the MOECS account, the individual must complete the MDE online SCECH evaluation.** The evaluation may be accessed through your MOECS account, under the View/Update Professional Learning menu item on the left side of your screen. Please note that the evaluation notifications are system generated and will be sent from MOECSNoReply@michigan.gov.

1	**2**	**3**
Be a MI educator	**Attend session(s)**	**Get your stamp(s)**

SCECH Check-in Location — Must have form stamped *each* day of attendance
Level 4   In front of the Renaissance Ballroom

Wednesday, May 15   SCECH Check-in open from 10:00 am – 4:30 pm*
SCECH Check-in not available during registration hours
Thursday, May 16   SCECH Check-in open from 8:00 am – 4:30 pm
Friday, May 17   SCECH Check-in open from 10:00 am – 12:30 pm

SCECH Form Submission Location
Level 4   In front of the Renaissance Ballroom

Wednesday, May 15   Until 4:30 pm
Thursday, May 16   Until 4:30 pm
Friday, May 17   Until 12:30 pm

2019 HighScope International Conference Participant SCECH Registration Forms
will _not_ be accepted after 12:30 pm on Friday, May 17, 2019.

Office of Professional Preparation Services
State Continuing Education Clock Hours

Participant Information and Registration Form

Complete and return this form to the onsite SCECH coordinator at the end of the last day of your attendance.

Program Name: **HighScope International Conference 2019**

Program Date(s):   **May 15–17, 2019**

Print First Name: __

Print Last Name: __

Email Address: Unique to you, and if applicable, matches the e-mail address in your MOECS account.

__ __

Phone Number: (__ __ __)__ __ __ - __ __ __ __

Please check a box to designate if you have a PIC or require a Certificate of Completion when the program is complete.

☐   **My PIC is: __ __ __ __ __ __ __ __**

> *Note: This PIC must match your MOECS account to enable these SCECHs to transfer to your account. If you do not know your PIC, it is located in your MOECS account under the Manage Demographics menu item on the left side of your screen.*

☐   **I do not have a PIC. Please issue me a Certificate of Completion.***

> ***Only available for <u>eligible</u> Michigan Participants**

Check off the session(s) you attended. To be eligible for SCECHs you must attend a minimum of 1 content hour.

Wednesday, May 15, 2019	Thursday, May 16, 2019	Friday, May 17, 2019
__Opening Keynote 9:00–10:00 am	__Conference Session 8:30–11:30 am	__Keynote Address 9:00–10:00 am
__Conference Session 10:30–12:00 pm	__Conference Session 2:30–4:00 pm	__Conference Session 10:30–12:00 pm
__Conference Session 1:00–2:30 pm		
__Conference Session 3:00–4:30 pm		

Verification	Verification	Verification
Stamp: _____	Stamp: _____	Stamp: _____

I certify that the information I have provided regarding my HighScope International Conference 2019 attendance is true and accurate.

Signature: _____

SCECH Registration Forms must be completed and submitted *onsite* to the SCECH coordinator at the
SCECH Form Submission Table (on Level 4 — outside of the Renaissance Ballroom) on the last day of your attendance.
No SCECH Registration Forms will be accepted after 12:30 pm on Friday, May 17, 2019.